

## Volume V - E-Filing the I-90

Form I-90 (Application to Replace Permanent Resident Card) is used to apply for a replacement of your Permanent Resident Card, or “Green Card.”

### Purpose

This document provides guidance and tips for E-Filing Form I-90. This guide addresses the following topics:

- Is E-Filing the Best Option for You?
- E-Filing Form I-90
- Confirmation Receipt
- Next Steps – Specific to Form I-90
- Supporting Documentation

### Is E-Filing the Best Option for You?

E-Filing is not for everyone, as there are certain situations where you must paper file a Form I-90, such as:

- If you live outside of the U.S., Guam, Puerto Rico, or the U.S. Virgin Islands;
- If your card was issued to you before you were 14 and you have reached your 14<sup>th</sup> birthday;
- If you are applying for a fee waiver; and
- If you are a conditional resident and your status is expiring, you will need to paper-file Form I-751 or Form I-829 to apply for the removal of conditions.

Please review the E-Filing web instructions for further updated guidance on [I-90 eligibility requirements](http://uscis.gov/graphics/formsfee/forms/e-i-90.htm) (<http://uscis.gov/graphics/formsfee/forms/e-i-90.htm>).

## E-Filing Form I-90

As described in [Volume III – Getting Started](#), the first screen of any form will require you to select whether you are filing as an “Individual,” a “Qualified Attorney,” or “Organization Representative.”

Your answers to these questions will determine whether you will need to fill out a G-28 (Notice of Entry of Appearance as Attorney or Representative) after you complete the I-90.

### Name and Address Section

The system requires you to provide information about the person filing for the I-90 benefit.

**Zip Code Identification:**  
Your Zip Code must match your City/State. Consult [www.usps.com](http://www.usps.com) to determine the correct spelling and/or combination of City/State/Zip Code to use when entering your address.

**Gender Identification:**  
Although not required, please do provide the USCIS with the applicant gender information, as the USCIS uses this information to produce the card. Failure to provide this information may result in processing delays.

## Current Status and Reason for Application Section

The system requires you to indicate your current status and the reason that you are submitting the I-90 application.

**Bureau of Citizenship and Immigration Services**  
I-90 Form: Application to Replace Permanent Resident Card

Overview | **Filing Status** | Form | Form Checklist | Certify Filing | Payment | Confirmation

In order to electronically process your application, you must provide information for the items marked \* below.

**1. My Status is: (select one) \***

- ☐ a. Permanent Resident - (Not a Commuter)
- ☐ b. Permanent Resident - (Commuter)
- ☐ c. Conditional Permanent Resident

**2. Reason for application: \***  
I am a Permanent Resident or Conditional Permanent Resident and:

- ☐ a. My card was lost, stolen or destroyed.
- ☐ b. My authorized card was never received.
- ☐ c. My card was mutilated.
- ☐ d. My card was issued with incorrect information because of BCIS administrative error.
- ☐ e. My name or other biographic information has changed since the card was issued.

I am a Permanent Resident and:

- ☐ f. My present card has an expiration date and it is expiring.
- ☐ g. h.1 I have taken up Commuter status.
- ☐ h.2 I was a Commuter and am now taking residence in the U.S.
- ☐ i. My status has been automatically converted to permanent resident.
- ☐ j. I have an old edition of the card.

In order to electronically process your application, you must provide information for the items marked \*

[Back](#) [Cancel](#) [Continue](#)

Please read our [Secure Site Statement](#)

For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 (TDD 1-800-767-1833).

## Immigrant Visa and/or Adjustment of Status Section

The system requires you to answer questions about your Immigrant Visa and/or Adjustment of Status, as applicable.

Make sure to fill out all fields applicable to your case and filing. The USCIS may issue a Request for Evidence (RFE) for any information that is not provided, which may delay the processing of your application.

### Warning Messages:

Although no fields are required in this section, the system will generate a Warning Message to confirm that you do indeed wish to leave the fields blank if the fields are not filled in.

**Bureau of Citizenship and Immigration Services**  
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Mother's First Name:

Father's First Name:

City of Residence where you applied for an Immigration Visa or Adjustment of Status:

Consulate where Immigration Visa was issued:

OR  
BCIS Office where status was adjusted:

City/Town/Village of Birth:

Date of Admission as an immigrant or Adjustment of Status:

**If you entered the U.S. with an Immigrant Visa, also complete the following:**

Destination in U.S. at time of Admission:

Port of Entry where admitted to U.S.:

Are you in deportation or exclusion proceedings? ☐ Yes ☐ No

Since you were granted permanent residence, have you ever filed Form I-407, Abandonment by Alien of Status as Lawful Permanent Resident, or otherwise judged to have abandoned your status? ☐ Yes ☐ No

If you answered "yes" to either of the questions above, explain in detail below:

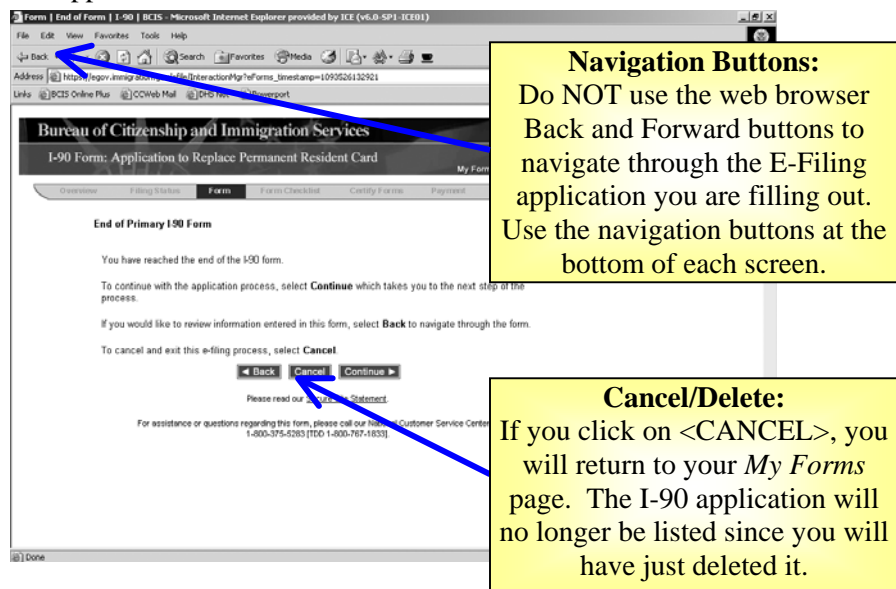
### Text Boxes:

If you answer "Yes" to any of these questions, you will be required to provide a detailed explanation in the text box below. The text box will allow you to enter more information than there is space available on the hardcopy form. The remaining information will print out on a Continuation Sheet.

## Form I-90 Application Completion Section

After completing the I-90 application, the system provides you with an option to:

- Go <BACK> to review your answers;
- <CANCEL> to delete your form; or
- <CONTINUE> to proceed to the certification and payment for the application submission.

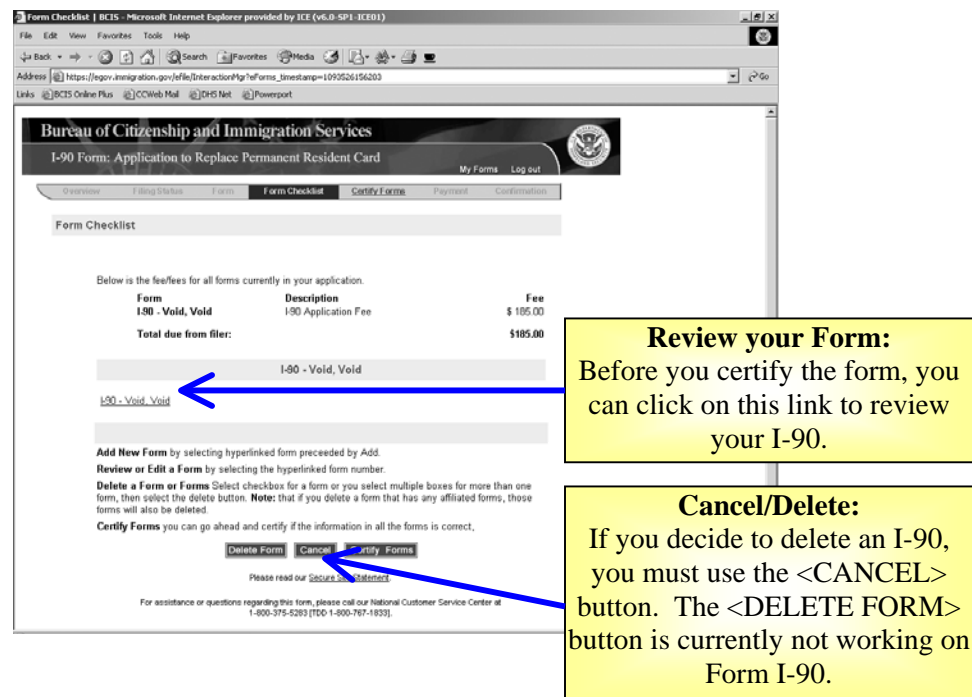


**Navigation Buttons:**  
Do NOT use the web browser Back and Forward buttons to navigate through the E-Filing application you are filling out. Use the navigation buttons at the bottom of each screen.

**Cancel/Delete:**  
If you click on <CANCEL>, you will return to your *My Forms* page. The I-90 application will no longer be listed since you will have just deleted it.

## Form Checklist

As described in [Volume III – Getting Started](#), the Forms Checklist provides information about each form you have filled out, but not yet submitted.



**Review your Form:**  
Before you certify the form, you can click on this link to review your I-90.

**Cancel/Delete:**  
If you decide to delete an I-90, you must use the <CANCEL> button. The <DELETE FORM> button is currently not working on Form I-90.

## Confirmation Receipt

After successfully submitting your payment, you will be taken to a Confirmation Receipt List screen.

**Write Down Your Receipt Number:**  
A receipt number indicates that your application has been submitted. You may wish to print this screen or write down your receipt number.

Form	BCIS Receipt Number	Filing Fee
I-131 - James, J.	LND480004182	\$ 110.00
I-131 - James, G.	LND480004183	\$ 110.00
<b>Total Amount Paid:</b>		<b>\$ 220.00</b>
<b>Payment Date:</b>		<b>02/19/2004</b>

Thank you for filing your BCIS benefit application electronically. Select the form link to view details for that form. Or you can select the **Finish** button to complete the e-filing process.

Please read our [Secure Site Statement](#).

For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 [TDD 1-800-767-1833].

- After writing down your receipt number, click on the <FINISH> button. This will generate a PDF file that you may save or print for your records. Do NOT click on the <FINISH> button multiple times.
- If the PDF file does not generate, call the National Customer Service Center at 1-800-375-5283. Do NOT re-file. Your application has been submitted successfully, as indicated by the receipt number on the Confirmation Receipt List.

This is an example of the first page of the PDF file that should generate when you click on the <FINISH> button.

**1-90 Form: Application to Replace Permanent Resident Card**  
**Confirmation Receipt**

**BCIS Receipt Number:** WACO  
**ASC Fingerprint Code:** 081772

**Date of Submission:**  
First Name:  
Middle Name:  
Family Name:  
Organization Name:  
Filing Fee: \$ 185.00  
Finger Print Fee: \$ 0.00  
Total Amount Paid: \$ 185.00  
Paid by: Visa

**ASC Fingerprint Code:**  
When you call the National Customer Service Center to schedule an appointment, you will be asked to provide your "ASC Fingerprint Code."

Thank you for filing your BCIS benefit application electronically. Your application will be electronically transmitted to the BCIS location at the address below for processing. You will receive an official Receipt Notice (Form I-797) within 7-10 days by standard mail with the same Receipt Number found at the top of this page.

**Next Steps:**

- ☐ Send supporting documentation to the address below, if required.
- For information on required supporting documentation for this application, visit the following Internet address: <http://www.uscis.gov>
- DO attach one copy of this Confirmation Receipt as a cover page to your supporting documentation.
- DO keep the extra copy of the Confirmation Receipt and the copy of your e-filed application with your supporting documentation.
- DO NOT send a copy of your e-filed application with your supporting documentation.
- DO NOT include any applications or fees with your supporting documentation.
- DO NOT mail photos or copies of identification unless requested to do so.

**Contacting the National Customer Service Center:**  
Follow these instructions to contact the National Customer Service Center.

**Address for Mailing in Supporting Documentation:**  
The Confirmation Receipt notice provides the address for where to send your supporting documentation.

**Please mail in any supporting documentation to this address:**  
U.S. Mail:  
California Service Center  
Attn: E-Filed I-90  
P.O. Box 10090  
Laguna Niguel, CA 926070090

For assistance or questions regarding your application, you may call our 800-375-5283 [TTY 1-800-767-1833]. For the status of your application, you may visit <http://www.uscis.gov>.

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## Next Steps – Specific to Form I-90

Follow the instructions on the Confirmation Receipt notice.

- Form I-90 applicants must call the National Customer Service Center at 1-800-375-5283 to schedule an appointment to have your fingerprints, signature, and photograph captured at your local Application Support Center (ASC).
  - You will be asked to provide the “ASC Fingerprint Code” listed on your Confirmation Receipt notice.
- Bring a copy of your Confirmation Receipt notice with you to your ASC appointment.
  - If you are applying for renewal, bring:
    - Two (2) copies of your Confirmation Receipt notice; and
    - Your I-551 card.

## Supporting Documentation

In addition to the instructions provided on the website at <http://uscis.gov/graphics/formsfee/forms/e-supporting.htm> please follow these guidelines when submitting supporting documentation:

- If you are applying to **renew an expiring or expired card**, do NOT mail in your card. You will be required to present your card at your appointment at the Application Support Center.
- If you are applying to **replace a lost or damaged card**, you must mail in your original Permanent Card immediately (unless your card has been lost, stolen, destroyed or you never received it).
  - Please retain a photocopy of the front and back of your card for your records.
  - Failure to mail in your card will result in processing delays.
- If you have been **automatically converted to permanent resident status**, you must mail in your original temporary status document. Please retain a photocopy of the document for your records.

- If you are applying to **replace a card because of a name change**, you must submit a copy of a court order or marriage certificate or divorce decree reflecting the new name.
  - To replace a card because of a change in any other biographic data, you must submit copies of documentation to prove that the new data is correct.
- Refer to the Photographs and Fingerprints page (<http://uscis.gov/graphics/formsfee/forms/e-photo.htm>) on the USCIS website for instructions on how to properly file and complete photograph requirements.